

EXHIBIT A  
Installation  
ReportElectrical Business Machines Survey  
for House Appropriations Committee

Organizational Unit	Account D	Location (city)
Bureau	106	Appropriation or other Budget Identification
Department or Agency	OTR, Room 102, R&S Building	

Four (4) Units of Equipment - Rented

- June 30, 1953\*

Trade Name:	Description:	No. of Units:	Percent of Utilization F.Y. 1953 :	Annual Rental:	Purchase Price	
					Under 3 Years of Age:	Over 3 Years of Age
Key Punch	031	1	*50%	\$330.00		
Verifier	055	1	*50%	462.00		
Sorter	075	1	*25%	792.00		
Test Scoring Mach.	805	1	*25%	792.00		
TOTAL		4		\$2,376.00		

\*Estimates only.

Total	:	:	:	:	:	:
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## Operating Data 1953 Fiscal Year

Analysis of Contract Services:		Man Years	Amount
		Operating Personnel	1.5
Supporting Personnel	--	---	
Other Personnel	--	---	
Total	1.5	\$5,528.00	
Machine rental	xxx	2,376.00	
Card and paper supplies	xxx	62.50	
Contract services	xxx	---	
Total		2,438.50	

Planned Expansion or Reduction in F.Y. 1954:

None

Functions Performed: The major function of this unit is research aimed at improving the psychological services provided the Office of Training and other Agency components through the training evaluation and assessment programs. Each study presents a special problem. No routine reports are prepared.

II. Narrative Supplement

A. Special Factors

This is a partial installation which is used only for research purposes involving relationships which are too complex to handle by manual methods.

B. Management Controls

The installation does not utilize any standard procedures. Each research study is a special problem. All work requires the authorization of the Chief, Assessment and Evaluation Staff, OTR.

C. Agency Evaluation

This is a partial installation designed to prepare and arrange IBM cards for further processing by the more complete Agency installations. This unit performs only those services which could not be efficiently performed by the major installation. It makes possible the carrying out of testing and research projects which would be prohibitive in terms of time and cost if attempted by hand methods.